



Emergency Contact Update Form for Active Employees

Please print clearly!

Oracle Employee Number _____

Employee Name: _____

Department Name: _____

Phone number if OHR has questions: _____

Primary Emergency Contact Name: _____

Phone:

Home: _____ Work: _____ Mobile: _____

Alternate Emergency Contact Name: _____

Phone:

Home: _____ Work: _____ Mobile: _____

Employee Signature: _____ Date: _____

Instructions

1. Employees with Single Sign On:

- A. Go to <http://eportal.montgomerycountymd.gov> and log into Oracle Employee Self-Service to view your current emergency contacts
- B. Select the Personal Information option
- C. Your Oracle Employee Number is located on the Personal Information page
- D. Scroll down to view your current emergency contacts
- E. You cannot update your emergency contacts in Employee Self-Service
- F. Submit this form to make changes to your emergency contacts

2. Employees without Single Sign On:

- A. You cannot view your emergency contacts electronically
- B. Submit this form to update your emergency contacts

3. Return signed form to OHR Records Management:

- A. As an email attachment to records.ohr@montgomerycountymd.gov;
- B. In inter-office mail to OHR Records Management, EOB 12th Floor; or
- C. Fax to 240-777-5130